

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
Health Program Assistant 2  
Shelter Plus Care

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** Southwest Connecticut Mental Health System, 97 Middle Street, Bridgeport CT 06604

**Program/Unit:** Shelter Plus Care

**Salary:** (FP 21) \$61,680.00 - \$81,654.00

**Shift/Schedule/Hours:** 1<sup>st</sup> shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week.

**Posting Date:** December 30, 2015

**Closing Date:** January 5, 2016

**Eligibility Requirements:** Candidates must have applied for and passed the Health Program Assistant 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties may include but not limited to:** Reviews and determines Shelter Plus Care eligibility and compliance with Federal and State policy. Reviews and determines Shelter Plus Care eligibility, inspects apartments, meets with landlords and applicants to negotiate rents and ensure safe living conditions. Leads Program Health Assistants and other assigned staff in Shelter Plus Care housing program and provides support and direction over a multi-million dollar program. Attends meetings and collaborates and develops partnerships with community housing, homeless providers and programs. Manages active cases of clients on or pending permanent housing certificates, manages rental budgets, completes rental calculation, reviews income verifications; attends homeless and housing meetings with community providers to fulfill the mission of ending chronic homelessness. Collaborate with other Supportive Housing programs, homeless providers and community agencies to seek and secure other resources needed for clients struggling financially or in need of other provisions to meet the needs of their family; and other related duties as required.

**General Experience and Training:** Six (6) years in a professional capacity in a health organization.

**Special Experience and Training:** One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involved in grant writing or monitoring, formal program planning, development, management, or evaluation; or program consultation; or related responsibilities at the level of Health Program Assistant 1.

**Note:** A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree; A Master's degree in public health, health education, hospital administration, or public administration; or other closely related field may be substituted for one (1) additional year of the General Experience; or one (1) year at the level of Health Program Assistant 1 may be substituted for General and Special Experience.

**Special Requirement:** Incumbents in this class may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

1. **DMHAS employees who are lateral transfer candidates** (example: Health Program Assistant 2 applying to a Health Program Assistant 2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference, a copy of any license or certification and their two most recent performance appraisals.

**PLEASE SEND APPLICATIONS TO:**

Southwest Connecticut Mental Health System  
Human Resources, 1635 Central Avenue, Bridgeport CT 06610  
Fax: (203) 551-7674  
Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. P-1